

**SAMPLE**  
**VERIFICATION SCHEDULE AND PROCEDURES**

| <b>RESPONSIBILITY</b>                            | <b>ACTIVITY</b>  | <b>DATE</b> |
|--|--|-------------|
| Name or title of person responsible for activity | 1. Prepare necessary verification materials. (See current Free and Reduced-Price Handbook for examples.)   | September   |
|  | 2. View Non-Response Rate Report on the ADE website. Determine sampling method - Standard Sampling or if qualified, choose from Administrative Relief Methods – Random or Focused. Optional - 100% verification  | September   |
|  | 3. Determine total number of approved Free and Reduced-Price applications.   | October 1   |
|  | 4. Determine number of approved applications from FS, CA, FDPIR households.  | October 1   |
|  | 5. Separate error-prone applications (Standard Sampling & Focused Sampling)  | October 1   |
|  | 6. Compute number of applications to be verified:<br>Standard: 3% of total applications (Error-Prone)<br>Random: 3% of total applications<br>Focused: 1/2% (.005) of FS, CA, FDPIR applications<br><i>plus (+)</i><br>1% of total applications<br>100%: All Applications | October 2   |
|  | 7. Select applications for verification. Explain the method used to randomly select applications. (Make copies of the selected applications to be kept in verification file.)  | October 2   |

| RESPONSIBILITY | ACTIVITY  | DATE       |
|----------------|---|------------|
|                | 8. Conduct <b>mandatory</b> confirmation review of all applications selected. Determine if initial determination was correct.   | October 3  |
|                | 9. Attempt to directly verify selected applications.<br>Conduct Case Number Search for FS and CA case number applications selected for verification.  | October 5  |
|                | 10. Send a first notice of verification requesting income documentation to those applicants with an invalid case number or those applicants that could not be directly verified (all remaining applications selected for verification).   | October 7  |
|                | 11. Review income documentation.<br>(Information required to verify applications may include any of the acceptable sources included in the Free and Reduced-Price Handbook, Appendix K.)<br><br>Indicate results of the verification on the application. Attach documentation to the application.<br><br>Send Notification of Adverse Action (Appendix N of the Free and Reduced-Price Policy Handbook) to those applicants determined ineligible. (Benefits terminate 10 days from date of notice or at appeal hearing.) | Ongoing    |
|                | 12. Conduct <b>mandatory follow-up</b> to verification non-respondents (includes: mailing a follow up notice, a phone call, e-mail, or personal contact). Must maintain documentation of follow-up attempt(s).  | October 15 |

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|-----------------------|--|-------------|
|                       | 13. Send <i>notice of termination of benefits</i> (Appendix N of the Free and Reduced-Price Policy Handbook) to nonrespondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.) | November 3  |
|                       | 14. Terminate benefits for nonrespondents.   | November 13 |
|                       | 15. Begin To Prepare verification report (Part 1) online at CNP Verification.  | November 15 |
|                       | 16. Collect information on students terminated as a result of verification, but who were reinstated as of February 15 <sup>th</sup> .  | February 15 |
|                       | 17. Complete Verification Report (Part II) with reinstatement data.  | February 20 |
|                       | 18. The last day to complete Verification Report online at CNP Verification.   | March 1     |